

7/3/96

**SUBJ: FAA ORGANIZATIONAL DIRECTORY UPDATE AND MAINTENANCE SYSTEM**

- 1. PURPOSE.** This order contains responsibilities and procedures for updating and operating the FAA **Organizational** Directory Update and Maintenance System.
- 2. DISTRIBUTION.** This order is distributed to the division level in Washington, to the branch level in the regions and centers and limited distribution to all field **offices** and facilities.
- 3. CANCELLATION.** Order 1770.32B, FAA Directory System, dated November 20, 1989, is canceled.
- 4. EXPLANATION OF CHANGES.** This order has been updated to reflect organization title changes due to the abolishment of the Office of Management Systems, system redesign, and responsibility changes.
- 5. OBJECTIVES.** The FAA Organizational Directory Update and Maintenance System produces an agency directory of Federal Aviation Administration organizations and field facilities. The published directory contains regional maps; organization charts, names of managers, addresses, and telephone numbers; external special interest groups; and a glossary. The FAA Organizational Directory publication serves both the internal agency needs for a comprehensive list of facilities and other organizations and the similar needs of elements of the Congress, other Government agencies, and private organizations interested in aviation. Persons outside the Government may purchase individual copies through the Government Printing Office.
- 6. SCOPE**
  - a. This order only covers the procedures for updating the data base. Maintenance of the directory system and preparation of the directory data base for printing are covered by internal procedures of the Corporate Information Division (ABC-1 00) of the Office of Business Information and Consultation.
  - b. The FAA Organizational Directory Update and Maintenance System consists of:
    - (1)** Run-time version of the application software and fully loaded reference tables and the data base containing one record for each agency organization or managers to be represented in the FAA Organizational Directory publication.
    - (2)** The **software** is specifically designed to update and maintain the data base, to prepare camera ready print files for agency and local directories. This software is designed to operate either as a stand-alone single user/single workstation application or as a network application.
    - (3)** A user's guide including procedures for updating and maintaining the data base, and preparing the directory data base for printing.

## 7. RESPONSIBILITIES

a. The Office of Business Information and Consultation is responsible for:

(1) Maintaining the system and distributing the updated files to all FAA directory representatives in Washington headquarters, regions, and centers.

(2) Issuing documentation and instructions on use of the system that maintain the data base.

(3) Keeping offices and services, regions and centers informed about publication schedule.

(4) Establishes guidelines and/or instructions on what information is included in the directory system.

b. Offices and Services, Regions, and Centers are responsible for:

(1) Updating and maintaining their records in the data base for organizations within the office, service, center, or region.

(2) Updating regional and center organization charts and regional maps as requested.

(3) Designating an FAA Directory Representative for contact on matters pertaining to publication schedules, procedural details, and data in the file.

**8. OFFICE OF BUSINESS INFORMATION AND CONSULTATION PROCEDURES.** The Corporate Information Division (ABC-100) carries out the Office of Business Information and Consultation responsibilities listed in paragraph 7a. and will maintain the currency of the directory system and documentation.

a. Each FAA Directory Representative has the application software including the data base and FAA Organizational Directory Update and Maintenance System documentation describing how to update and maintain the file in the system

b. At the beginning of the publication cycle, ABC-100:

(1) Announces the deadlines for update submission.

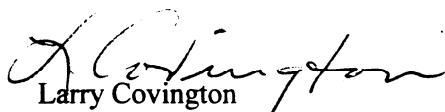
(2) Requests regional FAA Directory Representative to update their respective maps, and organization charts and to provide one copy.

(3) Distributes the current files for update to representatives of each organization.

c. During the update period, ABC-100 provides advice and assistance to directory representatives through telephone or ccm ail.

**9. OFFICES AND SERVICES, REGION AND CENTER PROCEDURES.** Washington offices and services, regions and centers use their own procedures to obtain notification of changes in personnel assignments, addresses, and telephone numbers **from** their organizations. No national procedures will be issued. Organizations should not send notification of such changes to ABC- 100.

**10. RELATIONSHIP TO THE PUBLICATION DISTRIBUTION SYSTEM.** Much of the information contained in the FAA Organizational Directory Update and Maintenance System data base is also needed in a different form by the Publication Distribution System. Order **1720.18B**, Distribution User's Guide, prescribes the use of FAA Form **1100-1**, Directory--Distribution Change Notice, by field organizations to report changes in addresses, managers, and related information for use in the changes in Publication Distribution System. In the multiple-copy set, one copy is designated the directory copy. While the national FAA Organizational Directory Update and Maintenance System procedures do not require the use of this form for directory purposes, regions and centers may choose to implement local procedures calling for the directory copy to be delivered to their FAA Directory Representative.

  
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and Consultation

